

Check List for County Clerk Legal Document Assistant

Filing Application

1. Verify all information is completed in Item A.
2. Verify identity of applicant by checking driver's license, or some other acceptable identification. Either write or confirm driver's license or other identification number written in item A.
3. Verify that appropriate boxes are completed in items B1, B2, B3, or B4. If the appropriate boxes are completed in one of the items and the necessary documents are attached, the applicant meets the education and experience requirements. For example, if only boxes 3a and 3b are checked under item B (and they have attached the required documentation), then they met the education and experience requirements.
4. Determine if any boxes are checked in items C, D, or E. (also box F if it is a corporation/partnership) If none are checked, you can proceed to the next step. If any box is checked in C, D, E, or F, the application must be denied (see denial procedures below).
5. Verify that applicant has signed and dated the form. If not, give it back to the applicant for signature.
6. Verify that the applicant is providing an Unlawful Detainer Assistant bond in the amount of \$25,000, and that the applicant signed the bond.
7. Verify that applicant has provided two photographs for the I.D. card and filing purposes.
8. If all is in order accept the application and collect two checks. One in the amount of \$182.00 (plus \$10 for each additional ID card being issued) payable to the County Clerk and another check for recording the bond.
9. Assign a unique registration number and write that in the space provided on the application form.
10. Print the expiration date on the application form.
11. File stamp the application form and the bond.
12. Issue and emboss ID card(s).

Rejection of Application

Rejection of the application is different than denial. The County Clerk should reject the application for any of the following reasons:

- Inadequate fees provided
- No bond provided
- Appropriate documentation is not provided

Denial of Application

When an application is denied it should be given back to the applicant with a Notice of Denial. It is recommended that the County Clerk make and keep a copy of the application and Notice of Denial. An Application shall be denied for the following reason:

- Applicant has checked a box in items C, D, E, or F AND/OR
- Applicant does not meet the educational/experience requirements

Legal Document Assistant Applicant Instructions

Attached you will find a copy of the following:

1. Summary of Procedures for processing Unlawful Detainer Assistant Applications
2. Summary of the Business & Professions Codes covering the registration requirements for unlawful detainer assistants
3. Application form (Individual or Corporation/Partnership)

To complete the registration process, you must do the following:

1. Complete and sign the application form
2. Provide supporting documentation as requested in the application form
3. Provide payment of fees:
 - (a) \$182.00 cash or check payable to County Clerk
 - (b) \$ 7.00 1st page of bond - check payable to Recorder
\$ 3.00 each additional page on bond beyond the first page
 - (c) \$ 10.00 each additional ID card beyond the first payable to County Clerk
4. \$25,000 bond for type of registration you are applying for ***
5. One passport photo for each ID card to be issued
6. Valid picture identification
Personally bring all of the above to the County Clerk's Office in the county you are applying for registration in.

***** Please note - If you are filing a secondary registration, you must provide a certified copy of the bond that was filed and recorded with your primary registration.**